



POSITION VACANCY ANNOUNCEMENT
NGSD-HRO-14- ADOS-02
SD National Guard Counterdrug Program
Opening Date: 11 April 2014
Closing Date: 6 May 2014

AMENDED ANNOUNCEMENT

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: Intelligence Analyst

LOWEST/HIGHEST GRADE AUTHORIZED: E-1 through E-6

DURATION OF ASSIGNMENT: 20 May 14 – 30 September 2014. Position is funded annually based on availability of funds. Position may be terminated if Counterdrug funds are withdrawn or for substandard performance. This is a temporary position that may become permanent based on funding.

ORGANIZATION: South Dakota National Guard Counterdrug Program

LOCATION: DIVISION OF CRIMINAL INVESTIGATION (DCI), **Watertown, SD**

Announcement does not constitute commitment to fill position.

POSITION DESCRIPTION:

The South Dakota National Guard Counterdrug Program is seeking an Intelligence Analyst for Full-Time National Guard Counterdrug Duty (FTNGCD) in Sioux Falls, SD. Applicant should have technical, analytical, supervisory or administrative experience, demonstrating the applicant's ability to analyze problems. Applicant should have good organizational skills, be able to work as part of a large workforce, maintain strict confidentiality requirements and provide systematic solutions. Applicant should also have experience in typing and general clerical skills. Selected individual will assist the DCI in the maintenance of intelligence systems, criminal databases and mission coordination. Intelligence Analyst will also provide assistance to the agency in developing investigations and cases for prosecution.

QUALIFICATION REQUIREMENTS:

- a. General: Applicant be a member or become a member of the SD National Guard.
- b. Experience: Applicant should have office administrative experience, know how to operate a variety of office equipment, understand the importance of strict

confidentiality, be able to maintain and account for resources and have research and analysis skills. Must possess strong communication and interpersonal skills, as well as, good organizational, computer and time management skills (able to work independently). Knowledgeable in MS Office programs and database systems.

- c. Other: Applicants must be able to complete the determined tour of military duty prior to ETS. Applicants must have reliable transportation and live within fifty (50) miles of the duty station. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Position may require weekend or evening hours.
- d. Selected individual will have a 90 day initial probationary period. Selected individual will be evaluated and then continuing tour will be granted pending performance of assigned duties. The Counterdrug Coordinator may choose to terminate the orders if employee does not meet the standards of the position. The Counterdrug Coordinator and Senior Intelligence Analyst (with input from the law enforcement supervisor) will use the probation period to observe the job performance of the new hire.

COUNTERDRUG REQUIREMENTS:

- a. Applicant must have/ or obtain a current (within 60 days of hire) Report of Physical Examination (DD 2808) on file in health records and meet standard medical qualifications in accordance with AR 40-501, chapter 3 or AFI 48-123 while they remain on duty. Individuals who do not meet basic medical eligibility requirements must be granted a waiver from the State Surgeon.
- b. Letter of Recommendation from Unit Commander.
- c. Letter of Concurrence from applicant's full-time military supervisor and respective Directorate that states if selected for Full-Time National Guard Counterdrug Duty (FTNGCD), the individual will be able to perform this duty.
- d. Applicant must have a current (not older than 1 year) Initial Medical Review/Annual Medical Certificate (DA 7349-R or AF 895) on file in health records.
- e. Favorable interview by the Counterdrug Coordinator, Senior Intelligence Analyst, and respective Law Enforcement Agency.
- f. Favorable Entrance National Agency Check/National Agency Check ENTNAC/NAC (security check) within the past 10 years.
- g. Favorable investigation/security check by Law Enforcement Agency (if required by the specific LEA concerned).
- h. Favorable drug testing upon entry and periodic testing while on active duty.
- i. Required attendance at IDT/IAD and AT while on Counterdrug orders.
- j. Applicants must uphold the highest standards of conduct and personal appearance.
- k. Applicant must have a HIV test within 6 months of starting Counterdrug orders.

- I. Must have a current APFT, meet height/weight requirements and continue to do so. Failing to meet unit standards is basis for termination of orders.

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Letter of Recommendation from Unit Commander.
3. Letter of Concurrence from Soldiers/Airman's respective Directorate.
4. Resume.
5. Copy of current DA 705 (APFT) Copy of DD 5500/5501 HT/WT Standards or Letter stating Soldier is in compliance.
6. Favorable ENTNAC (within last 15 years).
7. Copy of any temporary or permanent profiles.
8. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)

ADOS Forms can be found on SDINTRANET/HRO/ADOS.

Applications must be postmarked by 6 May 2014 and mailed to address below:

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG James Blackwell
2823 West Main Street
Rapid City, SD 57702-8170

EQUAL OPPORTUNITY: The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.